

# **MILITARY PROPERTY ACCOUNTABILITY**

**Assist the commander in  
maintaining accountability of unit  
property.**

# **KEY GENERAL REQUIREMENTS**

- All persons entrusted are responsible for property use, care, custody, and safekeeping.
- Responsibility for property can restrict duty assignment.
- Remotely located property requires: records identifying location and person(s) responsible.

# **KEY GENERAL REQUIREMENTS (CONT)**

- Army property is not for private use, sale, loan, exchange, or given as a gift.
- Regulations prohibit giving or accepting documentation to cover articles unaccounted for.

# **RESPONSIBILITY**

**OBLIGATION TO ENSURE PROPER  
USE, CARE, CUSTODY, AND  
SAFEGUARDING OF PROPERTY  
OR FUNDS ENTRUSTED TO YOUR  
POSSESSION, COMMAND, OR  
SUPERVISION.**

# **COMMAND RESPONSIBILITY**

**OBLIGATION OF A COMMANDER  
TO ENSURE PROPER USE, CARE,  
CUSTODY, AND SAFEGUARDING  
OF ALL GOVERNMENT PROPERTY  
WITHIN HIS OR HER COMMAND.**

# **SUPERVISORY RESPONSIBILITY**

**OBLIGATION OF A SUPERVISOR  
TO ENSURE PROPER USE, CARE,  
CUSTODY, AND SAFEGUARDING  
OF ALL GOVERNMENT PROPERTY  
ISSUED TO OR USED BY HIS OR  
HER SUBORDINATES.**

**DIRECT  
RESPONSIBILITY**

**OBLIGATION OF A PERSON TO  
ENSURE PROPER USE, CARE,  
CUSTODY, AND SAFEKEEPING OF  
PROPERTY SIGNED FOR.**

# **CUSTODIAL RESPONSIBILITY**

**OBLIGATION OF A PERSON FOR  
PROPERTY IN STORAGE  
AWAITING ISSUE OR TURN-IN TO  
ENSURE PROPER CUSTODY AND  
SAFEKEEPING OF THE PROPERTY.**

# **PERSONAL RESPONSIBILITY**

**OBLIGATION OF A PERSON TO  
EXERCISE REASONABLE AND  
PRUDENT ACTIONS TO PROPERLY  
USE, CARE FOR, AND  
SAFEGUARD ALL GOVERNMENT  
PROPERTY IN HIS OR HER  
POSSESSION.**

# **INVENTORY PROCEDURES**

- Receipt/issue of property inventory.
- Change of HRH inventory.
- Change of responsible officer-USAR.
- Tool room inventory.
- Annual/cyclic inventory.

# **INVENTORY PROCEDURES (CONT)**

- Annual PBO inventory.
- Sensitive item inventory.
- Weapons and ammunition inventory.
- Classified COMSEC equipment inventory.

# **PERIODIC INVENTORY REQUIREMENTS**

## **Monthly**

### **ACTIVE ARMY**

- Weapons by Serial Number.
- Ammunition by DODIC, Lot , and Serial Number.

### **ARNG AND USAR**

- Physical count of weapons.
- Ammunition by DODIC, Lot , and Serial Number.

**Serial Number.**

R654/OCT 03/VGT-12

• Class 3

**Serial Number.**

• Class 3

# **PERIODIC INVENTORY REQUIREMENTS**

**Quarterly**

## **ACTIVE ARMY**

- Inventory Sensitive Items.
- PLL.

## **ARNG AND USAR**

- Inventory weapons by Serial Number.
- Inventory Sensitive Items.

# **PERIODIC INVENTORY REQUIREMENTS**

**Semiannually**

## **ACTIVE ARMY**

- **Inventory and Review Basic and**

**Operational Loads.**

- **Tool Room/Crib**

## **ARNG AND USAR**

- **Inspect and Review PLL.**

- **Inventory and Review Basic and Operational Loads.**

# **PERIODIC INVENTORY REQUIREMENTS**

**Annually**

## **ACTIVE ARMY**

- 100% Unit Property Inventory.
- Hand Receipt Holder.

## **ARNG AND USAR**

- 100% Unit Property Inventory.
- OCIE.
- Hand Receipt Holder.